



# YARMOUTH MAINE

*The Town of Yarmouth Community Services Department is Hiring for Summertime!*

<b><u>Position Title:</u></b>	<b>Yarmouth Farmers' Market Manager</b>
<b><u>Department:</u></b>	<b>Yarmouth Community Services</b>
<b><u>FLSA Status/Pay:</u></b>	<b>Stipend Position Only -- \$5,000 total for the 2026 Season</b>
<b><u>Location:</u></b>	<b>Yarmouth Town Hall (and Market Space)</b>
<b><u>Closing Date:</u></b>	<b>Open until filled. Applications are being accepted and will be reviewed on a rolling basis until the position is filled.</b>

The Town of Yarmouth is currently accepting applications for the Yarmouth Farmers' Market Manager. Please reference the full job description on the Town of Yarmouth website (under Human Resources).

The Yarmouth Farmers' Market Manager will work approximately five (5) to seven (7) hours per week. Hours will include 1) off-season preparation meetings as scheduled by the Steering Committee and 2) the Farmers' Market season (first week of May through the end of October).

## **DESCRIPTION:**

The Farmers' Market Manager oversees the weekly operation of the Yarmouth Farmers' Market during the season. This position ensures the market runs smoothly each week, supports vendors and customers, and represents the market to the community, partners, and the town. This is a stipend position only.

## **ESSENTIAL JOB FUNCTIONS:**

- Plan, oversee, and carry out aspects of the weekly market including, but not limited to, coordinating location of each weekly vendor, organizing volunteers' schedules and duties, setting up the signs, tents, tables, and other general site needs.
- Coordinate on-site customer service to both vendors and guests.
- Serve as the primary contact for vendors throughout the season.
- Organize and coordinate the duties of the volunteers. Leading and instructing when necessary.
- Keep the Steering Committee Members informed via email or in person.
- Communicate space assignments to vendors and oversee vendor setup and breakdown.
- Enforce Yarmouth Farmers' Market (YFM) rules, as well as local and state regulations as necessary.
- Maintain effective working relationships with the Steering Committee, YCS, guests, and volunteers.

### **ESSENTIAL JOB FUNCTIONS (Continued):**

- Attend Steering Committee meetings to help plan for the season and the future of YFMs.
- Collect vendor fees and donations and deliver to YCS upon receipt on Thursday afternoons before YFM begins and before YCS closes.
- Manage information booth/table.
- Facilitate EBT transactions, hand out Harvest Bucks and any vouchers, as needed.
- Handle emergencies, complaints, and customer questions.
- Ensure safety and compliance align with market policies and local regulations.
- Clean-up of the site at the end of each event.
- Track vendor attendance.
- Support outreach and promotion via newsletters, flyers, and social media.
- Perform other work as assigned, or as required.

### **REQUIREMENTS:**

- High school graduate. Experience working in community events, with knowledge of event equipment.
- Candidate must have organizational and communication skills. Dependability, punctuality and ability to work independently.
- Ability to develop, coordinate, and direct varied activities related to a community event.
- Ability to establish and maintain effective working relationships with employees, supervisors, and other agencies, participants, community leaders and the general public.
- Ability to communicate effectively orally and in writing.
- Ability to plan and supervise the work of volunteers.

***The Town of Yarmouth is a great place to work! Come join us! Want to learn more? Please contact Yarmouth Community Services (846-2406) or Human Resources (847-5511).***

**To Apply:** Please submit a complete application packet to [hr@yarmouth.me.us](mailto:hr@yarmouth.me.us). Your materials should be addressed to the attention of Yarmouth Community Services/Farmers' Market. Please include the Town's Employment [Application](#), along with either a letter of interest or resume, to outline your experience.

*The Town of Yarmouth is an Equal Opportunity Employer (EOE). The Town of Yarmouth does not discriminate in hiring, promotion, discharge, pay, fringe benefits, job training, classification, referral or any other aspect of employment on the basis of race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, genetic information, disability, or veteran status. The Town of Yarmouth does not discriminate against qualified applicants and employees with disabilities in hiring, promotion, discharge, pay, job training, fringe benefits, classification, referral or any other aspect of employment. The Town of Yarmouth also provides qualified applicants and employees with disabilities with reasonable accommodations that do not impose undue hardship on the Town of Yarmouth.*

**Posting Date: February 27, 2026**